

# Extension Cost Recovery

*Resources for County Extension Agents*

## scenario

*Events through Local Committees*

step  
**1**



### *participants*

Participants are remitting their fees to the local committee.

step  
**2**



### *committees*

Therefore, the committee issues their own generic receipt to each participant. Extension receipts are not to be used. The committee then remits the cost recovery fee to Extension.

step  
**3**



### *county extension agents*

The Agent issues one Extension receipt to the committee when the cost recovery funds are received, and then sends cost recovery funds (check or money order), the pink copy of the Extension receipt that was made out to the committee, and form AG-231 (Event and Deposit Report) to the Extension Cash Management Office.

# scenario profile

## *Events through Local Committees*

**about:** Participants are remitting their fees to the committee; therefore, the committee issues their own generic receipt to the participant. Do not use Extension receipts for participants. The committee then remits the cost recovery fee (\$10/per participant or 10%, whichever is greater) to Extension. The Agent issues one Extension receipt to the committee when the cost recovery funds are received. The Agent then sends cost recovery funds (check or money order), the pink copy of the Extension receipt that was made out to the committee, and form AG-231, Event and Deposit Report, to the Extension Cash Management Office.

- AG-231: Event Report with Deposit Form  
*(complete and mail to Extension Cash Management with funds and Extension pink receipt)*

Found on the Web at: <http://agrilifeas.tamu.edu/library/pdf/forms/ag-231.pdf>

- AG-232: Event Report with Request for Invoice  
*(complete and mail to Extension Cash Management if the committee is requesting to be invoiced for the cost recovery funds)*

Found on the Web at: <http://agrilifeas.tamu.edu/library/pdf/forms/ag-232.pdf>

**note:** If the committee remits the cost recovery funds in cash, do not mail cash. Convert cash to a money order. Pay for the money order with the cash you have received, and include the receipt for the cost of the money order with your deposit.

### *quick scenario overview:*

1. Participants remit fees to the committee.
2. The committee issues their own generic receipt to the participant.
3. The committee remits the cost recovery fee to Extension.
4. The agent issues one Extension receipt to the committee when the cost recovery funds are received.
5. The agent sends cost recovery funds, the pink copy of the Extension receipt that was made out to the committee, and form AG-231.